

OVERSEAS SEASONAL HIRE PROGRAM (OSHP)

U.S. EMBASSY, TEL AVIV USAID WEST BANK AND GAZA MISSION, USFCS AND TEL AVIV

VACANCY ANNOUNCEMENT – #11-017

POSITION: 2011 SEASONAL HIRE (SUMMER)
EFFECTIVE DATE: MAY 2, 2011 THROUGH SEPTEMBER 30, 2011
OPENING DATE: March 25, 2011
CLOSING DATE: April 8, 2011
OFFICES: Department of State (CONS, GSO, FMO, RSO, PD, IMO, MGT)
US Foreign Commercial Services (USFCS)
USAID West Bank & Gaza Mission
WORK HOURS: Must be available to work 32 – 40 hours per week (Monday thru Friday) for a minimum of three consecutive weeks within the time of May 2, 2011 to September 30, 2011)
CLEARANCES: Non-Sensitive Security Clearances

Contingent upon receiving adequate funding levels, the U.S. Embassy, Tel Aviv, USAID West Bank & Gaza, Tel Aviv and USFCS are seeking high school and/or college students to provide administrative support to the various offices within the Mission, under the Overseas Seasonal Hire Program.

The 2011 Seasonal Hire Program envisions a total of twenty four (24) position openings. These positions may be encumbered by multiple students at different periods of time, depending on the level of candidate interest and the availability of the selected candidates. Below are brief position descriptions for the various offices. Depending on the number and education/experience levels of applicants, college students are generally preferred for the Assistant positions, while high school students are qualified for most of the Clerk positions. See the end of this notice for minimum qualifications, grade, and pay levels. Please note, however, that salary determinations will be based on the education and experience level of the student and NOT the position for which s/he is selected. For example, if a high school student is selected for an Assistant position because there is not a available college student available, he/she will be paid at the Clerk level. **All hiring is subject to availability of funds**, which in the current budget environment is uncertain.

A. Department of State

- **OFFICE: CONSULAR SECTION**
- **CONSULAR ASSISTANT: American Citizen Services**

Two positions

Position Description: Performs clerical support in the American Citizen Services Unit, including Federal Benefits assistance, Special Consular Services (deaths, arrests, destitutions, missing persons), and Passport and Citizenship services for over 100,000 American citizens residing in this consular district. Handles Sensitive but Unclassified materials on a daily basis. Prepares Consular Reports of Death. Prints emergency passports and consular Reports of Birth Abroad. Incumbent is directly

supervised by the ACS Entry Level Officer. Works on a daily basis with all ACS employees and with the general American citizen public. Provides secretarial and backup secretarial support to the Consular Section. Provides assistance to other units in the Consular Section, as needed.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school graduate or general equivalency diploma (GED); plus 1 year of college or 6 months of clerical work experience.

- **OFFICE: CONSULAR SECTION**
 - **CONSULAR CLERK: Non-Immigrant Visa Unit**

Two positions

Position Description: Performs clerical support in the non-immigrant visa (NIV) unit during its peak season; we process about 600-700 applications daily. Handles Sensitive but Unclassified materials on a daily basis. Incumbent is to be directly supervised by the Visa chief Works on a daily basis with all NIV employees and with the general public. Provides secretarial and backup support to other units within the consular section as needed.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school student.

- **OFFICE: FINANCIAL MANAGEMENT OFFICE**
 - **ACCOUNTING ASSISTANT**

One position

Position Description: To be proficient in computer skills. Organizing vouchers for processing and data entry. Special projects may include file organization and review of unliquidated obligations. Other duties in the section as assigned.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school graduate or general equivalency diploma (GED); plus 1 year of college or 6 months of clerical work experience.

- **OFFICE: GENERAL SERVICES OFFICE**
 - **WAREHOUSE CLERK**

Two positions

Work alongside GSO warehousemen setting up houses and apartments for incoming employees/families, preparing for events such as the Ambassador's Fourth of July Reception, and keeping the warehouse organized and clean. Assist in reorganizing the warehouse to accommodate incoming shipments of furniture items being returned from terminated residential units. Ability to quickly come up with solutions to logistical problems is an asset. Incumbent is expected to perform other duties as assigned in support of office/mission functions.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school student.

- **HOUSING CLERK**

One position

The Housing Administrative Clerk provides specialized clerical support within the assigned section at the U.S. Embassy in Tel Aviv. The position provides secretarial support to the American Officer and/or to the assigned section. Scans, collates and archives all Real Property lease hold and Government owned property information

from housing office Data Repository to a complete electronic archive. Maintains paper office files including update of regulations' folders and cable files. Provides basic office-related information to staff and visitors and refers requests for technical and complex information to the responsible individual. Obtains information from other offices and individuals by phone or e-mail. Answers telephone, takes messages and schedules appointments for supervisors and staff. Collects and distributes mail for the supervisor and the office. Orders office supplies and maintains orderly stock cabinet. Responsible for data input, maintaining tracking logs and other systems data. Incumbent is expected to perform other duties as assigned in support of office/mission functions.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school student.

– SHIPPING CLERK

One position

The Shipping Administrative Clerk provides specialized clerical support within the assigned section at the U.S. Embassy in Tel Aviv. The position provides secretarial support to the American Officer and takes daily direction from the sections' FSN Supervisor. Scans, collates and archives all Shipping, and tax exemption information from Shipping office Data Repository to a complete electronic archive. Maintains paper office files including update of regulations' folders and cable files. Processes Tax exemptions forms. Provides basic office-related information to staff and visitors and refers requests for technical and complex information to the responsible individual. Obtains information from other offices and individuals by phone or e-mail. Answers telephone, takes messages and schedules appointments for supervisors and staff. Collects and distributes mail for the supervisor and the office. Orders office supplies and maintains orderly stock cabinet. Responsible for data input, maintaining tracking logs and other systems data. Incumbent is expected to perform other duties as assigned in support of office/mission functions.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school student.

• OFFICE: PUBLIC DIPLOMACY (PD)

PRESS AND PROGRAM ASSISTANT

One position

The incumbent will provide program support to the Public Diplomacy section. Some of the duties include but are not limited to the following: Draft information on cultural programs and achievements for placement on PD website and postings for Embassy Facebook site. Locate and catalog Americana posters from warehouse and offices in Tel Aviv and Jerusalem with a view to make public use of them. Assist press section in production of a digital presentation of highlights of PD work. Create Power Point on Youth in America. Compile list of NGO contacts of PD and fill out information data on them. Help reorganize and move equipment and supplies from PD's AV shop to storage room. Sort and update names in PD's Contact database; create separate category of alumni of PD exchanges and other programs. Assist cultural section with speaker programs and support for American Corners and other duties as required in support of Public Diplomacy objectives.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school graduate or general equivalency diploma (GED) plus 2 years of college, and good media plus PowerPoint skills.

- **OFFICE: REGIONAL SECURITY OFFICE (RSO)**

DATA ENTRY CLERK

One position

Position will assist the program managers responsible for the Residential Security and RSO Motor Pool with administrative and logistical operations. Primary duties will focus on data entry and preparation/completion of required reports. Other duties may include maintenance and logistical support as related to the programs. Day to day assignment will be determined by the Deputy RSO and the workload of the programs.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school student.

- **OFFICE: MANAGEMENT – CLO**

CLO ADMINISTRATIVE ASSISTANT

One position

The CLO Administrative Assistant is an active member of the CLO team, participating with team members to organize and manage CLO projects, events and outings, assists team members with preparation and implementation of newcomer community program and management of community and office sponsor responsibilities. Working with the STAR Editor, maintains the CLO blog and contributes to CLO publications and keeps CLO data bases current. The Administrative Assistant may act as the Acting CLO during staff absences.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school graduate or general equivalency diploma (GED); plus 1 year of college or 6 months of clerical work experience.

- **OFFICE: INFORMATION MANAGEMENT OFFICE (IMO)**

– MAILROOM CLERK

One position

Incumbent may work in either the mailroom or DPO, as necessary and perform the following supervised duties: 1. Mail/pouch; Receiving, sorting, routing, distribution, documentation, and delivery of incoming diplomatic, APO, international, and local mail. 2. Reproduction: Reproduction services to include distributing the finished product. 3. Maintenance: General or specific maintenance work consistent with the job responsibility. Special required qualifications: Must be fit enough to help move mail bags and boxes (no chronic back problems.)

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school student.

- **OFFICE: INFORMATION SYSTEMS OFFICE (ISO)**

– INFORMATION MANAGEMENT CLERK

Two positions

Position will assist the program managers responsible for the SBU computer network with administrative and logistical operations. Primary duties will focus on help desk and installation of new workstations. Other duties may include maintenance and logistical support as related to the programs. Day to day assignment will be determined by the ISO and the workload of the programs.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school student.

- **OFFICE: INFORMATION RESOURCE MANAGEMENT (IRM)**
- **TELEPHONE OPERATOR**

One position

Incumbent will work in the Telephone Operator office with a full time Operator, Operator Supervisor, and Operator/Mailroom Clerk.

1. Telephone Operator - Provides telephone operator services utilizing a computerized telephone system personal computer (PC) attendant console. Responsible for ensuring the courteous handling and correct routing of incoming, outgoing, and transit telephone traffic, both domestic and international to all Embassy offices, including over two dozen non-State organizations/agencies and Consulate General Jerusalem. Occasionally performs troubleshooting of the PC attendant operator console to include restarting application software, resetting of the PC attendant console hardware, and rebooting of the Microsoft Windows workstation.
2. Other Duties - Incumbent is expected to perform other duties as assigned in support of office/mission functions

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school student.

B. US Foreign Commercial Services (USFCS), Tel Aviv Office

ADMINISTRATIVE ASSISTANT

One position

The Summer Hire provides administrative and clerical support within the U.S. Foreign Commercial Service (USFCS) of the U.S. Embassy, Israel. Some of the duties include but are not limited to the following:

1. Filling and maintain office files, organize filing cabinets and archive documents in accordance with USFCS Internal procedures.
2. Takes on process improvement tasks and projects supporting USFCS programs.
3. Enter new and update existing company records in CTS.
4. Create CTS queries for our event promotion.
5. Assist with light tasks of regularly recurring office duties, including mail runs and distribution.

Incumbent is expected to perform other duties as assigned in support of office/mission functions.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school graduate or general equivalency diploma (GED), plus 2 years of college, or 1 year of clerical work experience.

C. USAID West Bank and Gaza Mission, Tel Aviv Office

- **EXECUTIVE OFFICE**
- **ADMINISTRATIVE CLERK**

Two positions

The Executive Office of the USAID West Bank and Gaza Mission seeks for a high school summer intern to assist the office with a variety of clerical tasks. The incumbent will be responsible for the filing of records, the scanning of documents, the shredding of

documents approved for disposal, data entry, preparing and routing documents for clearance and other computer tasks.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school student.

- **PRIVATE ENTERPRISE OFFICE**

- **ADMINISTRATIVE CLERK**

One position

The Private Enterprise Office of the USAID West Bank and Gaza Mission seeks a high school summer intern to assist the office with a variety of clerical tasks. The office requires a student to help reorganize the filing cabinets, shred documents approved for disposal, and input contact information into our phone database.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school student.

- **PROGRAM AND PROJECT DEVELOPMENT OFFICE**

- **ADMINISTRATIVE ASSISTANT**

One position (maybe 2 positions)

The Program and Project Development Office of the USAID West Bank and Gaza Mission seeks for a college summer intern to assist the office with a variety of administrative tasks. An intern is needed to help update periodic reports in Excel and Word, to support the tracking of COGAT approvals for our Gaza activities, update material on our website, and arrange TraiNet training for our implementing partners. Additionally, an intern is needed to assist in the preparation of program descriptions and other elements of program approval documents.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school graduate or general equivalency diploma (GED); plus 1 year of college or 6 months of clerical work experience.

- **CONTRACTS MANAGEMENT OFFICE**

- **ADMINISTRATIVE ASSISTANT**

One position

The Contracts Management Office of the USAID West Bank and Gaza Mission seeks a college summer intern to assist the office with a variety of administrative tasks. The incumbent will input detailed contract information into our database as well as other electronic filing.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school graduate or general equivalency diploma (GED); plus 1 year of college or 6 months of clerical work experience.

- **FINANCIAL MANAGEMENT OFFICE**

- **ADMINISTRATIVE ASSISTANT**

One position

The Financial Management Office of the USAID West Bank and Gaza Mission seeks a college summer intern to assist the office with a variety of administrative tasks. The incumbent will utilize math and spreadsheet skills to assist with financial analyses.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school graduate or general equivalency diploma (GED); plus 1 year of college or 6 months of clerical work experience.

• **WATER RESOURCES AND INFRASTRUCTURE OFFICE**
– **ADMINISTRATIVE ASSISTANT**

One position

The Water Resources and Infrastructure of the USAID West Bank and Gaza Mission seeks a college summer intern to assist the office with a variety of administrative tasks. The primary focus will be assistance in the development and data entry of a construction cost estimate data base for use by the WRI Office and its COTRS and Engineers. Additional assistance required could include the updating of a variety of reports and other written documentation in Excel and Word as well as general office support such as printing, filing and other administrative tasks that WRI may require.

THE MINIMUM QUALIFICATION REQUIREMENTS ARE:

High school graduate or general equivalency diploma (GED); plus 1 year of college or 6 months of clerical work experience.

The determination of salary will be dependent upon the selected candidate's education and experience levels.

Seasonal hire employees will receive straight pay (including FICA and Medicare) for time worked. However, an employee may be compensated for all time worked regardless of regular or overtime in accordance with post guidelines. Students hired under the 2011 Overseas Summer Hire Program will not be eligible for traditional employee benefits, including annual leave, sick leave and danger pay. (Also, individuals hired under the OSHP as PSAs shall not be eligible for incentive awards: however, they may be presented with certificates of appreciation).

ELIGIBILITY

Applicants for seasonal hire positions must meet the following eligibility requirements:

- Must be a U.S. citizen.
- Must be a family member of a USG Civil Service, Foreign Service, or military service employee from any USG Agency under COM authority assigned to post. Family members of USG contractors who meet eligibility criteria, are under COM authority and assigned to post as a family unit as “not ordinarily resident” (NOR) may be eligible to participate in this program provided the family members are listed on the employee’s official travel orders. *(Not eligible: Family members residing abroad at locations other than the sponsoring employee’s post of assignment are not eligible for employment under the program, family members of USG employees assigned to agencies not under COM authority, and family members of locally hired contractors are also ineligible for this program.)*
- Must be a student currently enrolled in a course of study at an educational institution, college, or university within the past 12 months and is registered to re-enroll. Applicants must present evidence of their student status which post will certify and include with the official employment documentation.
- Must be at least 16 years old at the time of appointment/hire and not more than 24 years old.
- Must have the ability to lift and move boxes and/or equipment as needed.

- Must be available and willing to work 32-40 hours per week (Monday through Friday) for a minimum of three consecutive weeks within the time of May 2, 2011 to September 30, 2011.

Payroll: In compliance with the Debt Collection Improvement Act (1996), it is a mandatory requirement that all payments to American employees for salary and benefits (with the exception of income tax refunds) will be made electronically by direct deposit (electronic funds transfer – EFT). This means that summer hires must have a bank account with a U.S. financial institution to establish a direct deposit. Length of duration of employment has no effect on this requirement.

In order to expeditiously process Post Seasonal Hires, American Payroll required the following: Incomplete packages will be delayed in their processing.

1. Federal and State tax information ([2011 Form W-4](#))
2. Complete and signed Direct Deposit Form [SF-1199A](#).
3. Copy of a voided check. If no voided check is available, section 2 and 3 of the [SF-1199A](#) will need to be completed and signed by the Financial Institution.

Note: In the event the summer hire does not have a bank account, the parents must complete the [Memorandum](#) authorization form so that the deposit can be placed into their account.

PAY SCALES:

FP-EE: High school student (\$7.25 per/hr);

FP-DD: High school graduate or general equivalency diploma (GED), and/or three months of clerical work experience (\$8.53 per/hr);

FP-CC: High school graduate or general equivalency diploma (GED), plus 1 year of college, or 6 months of clerical work experience (\$9.59 per/hr);

FP-BB: High school graduate or general equivalency diploma (GED), plus 2 years of college, or 1 year of clerical work experience (\$10.46 per/hr); and

FP-AA: High school graduate or general equivalency diploma (GED), plus 3 years of college, or more than 1 year of clerical work experience (\$11.75 per/hr).

Non-Sensitive Position Clearances: Seasonal hires must provide the Regional Security Office (RSO) with certain biographic information and must attend an RSO briefing in order to obtain clearance to work. Please click on the following link and complete the RSO [Request for Administrative Criminal Records Check](#).

HOW TO APPLY:

Eligible Family Members: Please submit a typed resume along with a cover letter listing *three preferred positions, from those listed above*.

Note: All applications and requested forms must be emailed to Lyndall Leitman in the Human Resources Office at the following email address: leitmanll@state.gov. Applications should be received at the Human Resources Office by April 8, 2011. PLEASE CLEARLY INDICATE THAT YOU ARE APPLYING FOR THE SEASONAL HIRE POSITION. Only eligible applicants will be considered. The U.S. Government is an Equal Opportunity Employer.

POINT OF CONTACT:

Lyndall Leitman

U.S. Embassy, Tel Aviv, Israel

Human Resources Assistant

Telephone: (972) 3-519-7492

Email: leitmanll@state.gov



Diplomatic Security Service
U.S. Embassy, Tel Aviv

Date:

From:

To: RSO

Subj: Request for Administrative Criminal Records Check

The following American Citizen assigned to the U.S. Embassy Tel Aviv, Israel is requesting an Administrative Criminal Record Check for the following purpose:

Full NAME [Last, first, middle]:

DOB [mm-dd-yyyy]:

SSN:

Passport #:

Please have the American Citizen listed above read the following statement, then sign and date below:

I grant the Tel Aviv RSO Section permission to conduct a records check for the above expressed purpose

Signature of American Citizen

Date

Please return the completed AND signed request for records check to the RSO. Allow 2-3 working days for processing.